



City of Seattle  
Department of Planning and Development  
700 Fifth Avenue, Suite 2000, P.O. Box 34019  
Seattle, WA 98124-4019  
(206) 684-8860



DPD Project Number

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## Pre-Application Site Visit Request

**Project site address:**

**Project Type:** ☐ Short Plat ☐ MUP ☐ MUP with Demo ☐ Demo ☐ Const ☐ Grading

**STFI Status:** ☐ Okay to issue in ECA ☐ Not okay to issue in ECA

**Mailing Address:**

**(City, State, Zip)**

**Phone No:** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Project site owner:**

**Owner's Representative:**

**e-mail address:**

**Project description:**

**Proposed excavation, fill and other grading:**

**Proposed foundation type(s):**

### Authorization to conduct Site Visit:

I am the (owner, owner's authorized representative) of the above addressed property and hereby give permission to the City of Seattle, Department of Planning and Development to enter the above addressed property to conduct a Pre-Application Site Visit. I agree to inform the property's tenants, if any, of the site visit.

I am aware that if conditions at the addressed site present a hindrance to the inspector, such as uncontrolled dogs or uncooperative tenants, the Pre-Application Site Visit will not be conducted and the scheduled site visit and fee may be forfeited.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Daytime Phone No.: \_\_\_\_\_

### Please circle one of the following:

Owner                      Renter/lessee                      Vacant  
Occupied                      Occupied

- ☐ Impervious surface area has been added since 1992  
☐ Project or site has an approved exemption under Project Number \_\_\_\_\_  
(see attached).

### Instructions for completing and submitting:

#### Pre-Application Site Visit Request Form:

- Fill-out Request Form completely; be sure to fill-out all the boxes and sign where noted in the Authorization box.
- Request Forms will not be accepted without address and project number.
- Attach a site plan to this Request Form.

#### Submit Request Form and site plan by:

- Bring the Request Form and site plan to the Applicant Services Center (address below); pay the \$116.25 site visit fee at the cashier's window before dropping off the Request Form at the Triage counter. OR
- Mail the Request Form, Plot Plan and a check (payable to "City of Seattle") for \$116.25 to:  
City of Seattle  
Department of Planning and Development  
Applicant Services Center  
P. O. Box 34019  
Seattle, WA 98124-4019

\*NOTE: DPD Staff time spent in excess of ¾ hour will be billed per Director's Rule I-2005.  
**Please call (206) 684-8860 if you have not received your PASV Report for your project within seven (7) calendar days from the date that the PASV Worksheet was submitted by you to DPD.**

### Pre-Application Site Visit Fee\*:

**\$ 116.25**

ASC Staff: \_\_\_\_\_

Date: \_\_\_\_\_

Register Key                      665  
Component Number                      75  
Project Code                      USITEDEV

Fee Paid (stamp):

Receipt # \_\_\_\_\_

